



SECTION III

PDC Budget



Notes



III. PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) BUDGET

A. Funding for Professional Development

1. State

The Outstanding Schools Act of 1993 (SB287) indicates that each school district shall allocate one percent of its revenue from the foundation program, exclusive of categorical add-ons, to the Professional Development Committee (PDC) for professional development. Of the monies allocated to the Professional Development Committee (PDC), *seventy-five percent* shall be spent in the same fiscal year for purposes determined by the Professional Development Committee (PDC) after consultation with the administrators of the school district and approved by the local board of education as meeting the objectives of the Comprehensive School Improvement Plan (CSIP) of the district that has been developed by the local board.” The remaining *twenty-five percent* must also be spent for professional development, but may be carried forward for use in the succeeding year.

To meet the statutory requirements, one-hundred percent of the professional development funds must be:

- (a) used for professional development.
- (b) Spent on activities consistent with the District’s Professional Development Plan (DPDP) developed by the District’s Professional Development Committee (PDC) in consultation with administrators.
- (c) Clearly related to the objectives of the district Comprehensive School Improvement Plan (CSIP).
- (d) Used for activities approved by the Professional Development Committee (PDC) and the board of education.

2. Federal

Federal funds and grants are available to help school districts and their staffs become more informed and more skilled in serving the needs of their students. Although the details of federal professional development funding are not included in this manual, the possibility of obtaining funding from this resource should be explored. For inquiries, call (573) 751-3468. The website is <http://dese.mo.gov/divimprove/fedprog/>.

B. Allowable Expenses for State “One Percent” Funds

It is important that professional development funds be spent wisely. The following are just three examples of unwise use of professional development funds: one time workshops with no follow-up either through district/school or other supporting workshops; the expenditure of funds with no clear objective; and the over expenditure of funds for tuition reimbursement. One percent professional development monies should be committed to long term, job-embedded activities which impact student achievement as determined by measurable outcomes.

Although there are certain activities which are allowable expenditures for professional development funds, Professional Development Committees (PDCs) may make policy not to reimburse for those identified allowable items. (For



Notes

example, under certain conditions, tuition reimbursement is allowable; however, the local Professional Development Committee (PDC) believes that too much of their professional development monies could be spent on the “allowable” tuition reimbursement while realizing very little in the way of measurable student achievement. As a result, unless otherwise dictated by local board policy, local Professional Development Committees (PDCs) may determine that there will be no tuition reimbursement or limited reimbursement for courses taken. Local school boards are encouraged to establish a separate line item in the district budget for tuition reimbursement if continuing education is a priority.

Allowable expenditures are as follows:

- 1. Activities for staff with teaching certificates:** Professional development activities can be provided for all staff with teaching certification. Staff includes teachers, guidance counselors, librarians, administrators, and special teachers such as vocational teachers and special education teachers.

Paraprofessionals, cafeteria and maintenance workers, custodians, bus drivers, secretaries, and classroom assistances do not qualify for professional development funds. Districts should make a provision for professional development activities for these groups out of the “regular budget monies.”

- 2. Consultant/presenter fees and expenses:** Consultants/presenters may be paid fees and reimbursed for expenses. A local staff presenter can be paid a fee or stipend for the professional development presentation if planning and presentation is done on his/her own time.
- 3. Stipends for:**
 - Teachers’ participation in curriculum development and related work if the work is done after contracted school time such as evenings, weekends or during the summer apart from district summer school commitments.
 - Teachers’ work as a member of the professional development committee includes any training received for being a Professional Development Committee (PDC) member if the work is done after contracted school time such as evenings, weekends or during the summer apart from district summer school commitments.
 - Mentor teachers for time spent working with first and second year teachers outside regular contracted school hours.
 - Teachers’ participation in professional development and inservice events scheduled and held by the district outside contracted school hours.
- 4. Reimbursement for:** Travel, food, lodging, and registration fees to inservice training and professional development events.
- 5. Pay for substitute teachers:** Pay for substitute teachers when professional development activities are held during the regular school day.
- 6. Tuition and fees for selected colleges or university courses to:**
 - Eliminate temporary certificates when requested by the district to teach in the area of shortage.
 - Assist a staff member to become certified in another area where teaching help is deemed necessary by the district. For example,



consider a teacher one course short of being qualified as a counselor. The district needs another counselor and would like to hire this teacher as a counselor. If approved by Professional Development Committee (PDC) regulations, professional development money could be used to pay for the tuition of this course.

- Keep teaching certificates current if identified in the district professional development plan.
- Help progress toward a master's degree or above if identified in the District Professional Development Plan (DPDP) and the degree is in the teacher's subject area.
- Help enrich subject/grade level teaching.

Note: Caution should be exercised by the Professional Development Committee (PDC) in using a large percentage of its budget on tuition reimbursement. So that total staff improvement built around Comprehensive School Improvement Plan (CSIP) goals can be realized, the Professional Development Committee (PDC) may wish to develop a policy which limits tuition reimbursement to critical certification needs.

7. **National Board Certification:** Payment of candidate portion of the fee is allowable if consistent with the goals and activities of the PDC plan and has been adopted and approved by the board of education.
8. **Library Resources:** Only those items used to support professional development goals as specifically identified in the professional development plan may be purchased for professional libraries.
9. **District Fee to belong to a professional development co-op and professional organizations:** This fee is allowable if the professional development activities are consistent with the goals and activities of the PDC-developed and board-adopted professional development plan of the district.

C. Expenditures for which “One Percent” Funds May Not Be Used:

1. Individual membership dues to associations or organizations.
2. Travel, food, lodging, and registration fees to conferences and workshops of general interest which do not support the professional development plan and Comprehensive School Improvement Plan (CSIP).
3. Travel, food, lodging, and registration fees to conferences, workshops, clinics, etc. which pertain to extracurricular activities and sponsorships.
4. Equipment and materials for administrative use or for the instruction of students.
5. Salaries (Professional development funds **may not** be used to pay any part of any salary. Also professional development funds may not be used to pay for any student-related activities such as extracurricular activities, sponsorships, summer school or evening school activities.
6. Travel as a form of professional development.
7. Any expenditure of funds for any state or federal program for which monies are already available for professional development. (Example: professional development funds cannot be used to pay the expenses for a Title I activity; however, professional development funds could be used to pay the expenses of a Title I teacher to attend a technology conference planned for the benefit of all teachers.)



Notes

8. Training of school board members - the Department of Elementary and Secondary Education (DESE) subsidizes the cost of training new school board members through other state-level funding.
9. Training of Parents as First Teachers – (Professional development funds must be used to train certificated teachers and administrators who are on the district salary schedule and under district contract.)
10. Stipends for teachers working in areas other than curriculum, instruction and/or professional development in preparation for a local Missouri School Improvement Program (MSIP) review.
11. Professional Development activities for non-certificated staff.
12. As a supplement for teacher health insurance premiums.
13. Certified staff CPR training.

If there are questions about what is an allowable expenditure and what is not, clarification can be obtained by calling (573) 526-6650, Director of Professional Development, DESE.

D. Budgeting

Once the professional development plan is complete, allocation of funds to accomplish the goals must be determined. The following procedures may prove helpful:

- ⇒ List and then prioritize the goals to be addressed for the professional development fiscal year.
- ⇒ Estimate what percent of the staff would need professional development and how expensive the professional development activities and/or resources would be to accomplish each of the goals.
- ⇒ Identify a specific amount to be allocated for each of the goals.
- ⇒ Create a yearly itemized budget to reflect professional development expenditures.

If, after the year progresses, a need occurs to adjust the amount allocated for the accomplishment of the prioritized goals, then such changes can and should be made as agreed upon by the Professional Development Committee (PDC).

E. Accounting for Expenditures

The Outstanding Schools Act of 1993 (SB 287) requires that *seventy-five* percent of professional development funds be spent in the year received. The penalty for non-compliance is loss of all state aid. Therefore, a cooperative relationship must exist between the Professional Development Committee (PDC) and school administrators regarding accounting expenditures. Each district is encouraged to develop a collaborative system to approve expenditures and maintain an accurate accounting of all expenditures.

Questions and Answers

Can PDC money be used to reimburse costs for graduate classes?
(Refer to Section III, B.6)



Can administrators be reimbursed for workshops and related travel expenses out of Professional Development Committee (PDC) funds?

Yes, if consistent with the objectives of the Comprehensive School Improvement Plan (CSIP), the District Professional Development Plan (DPDP), and approved by the Professional Development Committee (PDC).

When the professional development plan is presented to the school board, does a budget need to be presented and approved at the same time, or is the budget developed by the committee later?

A budget should be presented as part of the professional development plan.

Can PDC funds be spent on necessary expenses for training teachers to serve on Missouri School Improvement Program (MSIP) teams including the on-site visit?

Generally, no; however, certificated staff **preparing** in the areas of curriculum, instruction, and/or professional development for a local Missouri School Improvement Program (MSIP) review or **serving** on an MSIP review team in those areas may receive a stipend. The Professional Development Committee (PDC) need not approve stipends for teachers working in these areas unless it is feasible and agreeable for the district to pay teachers working in the other MSIP areas an equal stipend out of regular district funds.

Who has the authority to move Professional Development Committee (PDC) funds from one school plan objective to another?

The Professional Development Committee (PDC) has the responsibility to move funds where they are most needed to accomplish the objectives of the Comprehensive School Improvement Plan (CSIP).

Can Professional Development Committee (PDC) funds be used to pay for classes that ultimately lead to certification in other areas? Science teachers to principal? English teacher to counselor? English teacher to math teacher?

If written in the local Professional Development Committee (PDC) guidelines, the PDC may provide for reimbursement for course work in the teacher's field of teaching; however, reimbursement should not otherwise be allowed unless there is a critical need. Board policy may provide for tuition reimbursement outside these stated guidelines; however, when that is the case, the board must reimburse for this course work using district funds rather than the one percent professional development funds. (*Refer to Section III, B.6*)

Must administrator travel be presented to the Professional Development Committee (PDC) for approval?

All expenditures of the one percent of professional development monies must be approved by the Professional Development Committee (PDC).

Can Professional Development Committee (PDC) money pay for a coaching clinic if an objective is written toward it?

No. Coaching clinics are intended to help people become better coaches. Professional development monies are to be used for the improvement of classroom instruction. Although there are topics in coaching, cheerleading, and business clinics, for example, that could be used in the classroom, classroom instruction is not the focus of the clinic.

Can the superintendent override the Professional Development Committee (PDC) decisions regarding expenditures that the PDC determines have no relevance to the professional development goals?

No. The law (*Refer to page 7, The Outstanding Schools Act of 1993*) makes it clear that the Professional Development Committee (PDC) is to consult with the administration, but the PDC is responsible for approval of funds expenditures under the aegis of the board.



Notes

Can professional development monies be used to pay a stipend to a teacher for being a mentor?

A stipend can be paid to a mentor for time spent working with a mentee outside regular school hours or if the mentor is giving up planning time to work with a mentee. A teacher cannot receive a stipend if he/she is fulfilling career ladder obligations by serving as a mentor.

Can professional development monies be used to pay a stipend for curriculum development?

Yes. Only if teachers are working on curriculum outside the regular school hours and are not receiving career ladder credit for their work, they may receive a stipend.

Can professional development monies be used to send Title I teachers to a Title I focused conference?

No. Title I funds must be used for that purpose.

Should there be written documentation of requests which were approved and denied?

Yes. A form should be developed for applicants to complete. If the request is denied, there should be a space where the reason for denial is stated with documentation that the request was reviewed by committee. The form should be signed by the chairperson or other appropriate person. Copies of all requests should be kept on file.

Can a Title I teacher be reimbursed for attending a conference attended by other “regular” classroom teachers?

Yes, a Title I teacher may be reimbursed with one percent monies when attending a conference from which any classroom teacher can benefit as long as the inservice is consistent with Comprehensive School Improvement Plan (CSIP) and Professional Development Plan (PDP) objectives.

Must the expenditures of all professional development monies, regardless of source, be approved by the Professional Development Committee (PDC)?

No, only the expenditures of the state one percent monies must be approved by the Professional Development Committee (PDC). However, to develop a consistent, effective and systemic professional development program, all professional development funds should be spent to achieve the goals of the district’s professional development plan in support of the district’s Comprehensive School Improvement Plan (CSIP). *(An example of a coordinated professional development budget can be found in Appendix F).*

If a secretary has a teaching certificate, could he/she be paid out of professional development funds to attend a conference?

No. To be eligible for professional development reimbursement, the person must be certified as a teacher, counselor, librarian or administrator and be employed as a teacher, counselor, librarian or administrator.

Can professional development funds be used for CPR training for certified staff?

No. Professional development monies are to be used to achieve the goals of the district’s professional development plan in support of the district’s Comprehensive School Improvement Plan (CSIP).

Can professional development funds be used to help offset the individual insurance costs to certified staff in the district?

No. Professional development monies are to be used only to achieve the goals of the district’s professional development plan that is tied to the district Comprehensive School Improvement Plan (CSIP).



Can a district use professional development monies to pay/or partially pay for a teacher to become National Board Certified?

Yes. If one of the district's goals is to have a highly effective teacher in every classroom and the PDC has chosen to support this certification as a means to accomplish this in their professional development plan, then professional development funds may be used to help pay the candidate portion of the certification cost.

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